

~~Records~~ 4-6 (Progression Number 1748)**SECRET**

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300220013-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director, OCD

DATE: 17 December 1948

FROM : CIA Archivist

SUBJECT: Storage of Vital Documents - JANIS and NIS

REFERENCE: a: Memo from DAD/OCD, AD-93 dated 12 November 1948 to writer.
b: Reply from writer, 1 December 1948

1. This memo concerns the storage of maps used in JANIS and NIS publications. My memo of 1 December concerned the storage of the publications themselves.

2. The production of a map from the first drawings requires many man-hours. First a work sheet must be drawn by hand. Then a "Fair Drawing" is made for each color to be reproduced on the map. Photo-lithographic negatives are then made of the "Fair Drawings". From these negatives the plates can be made for use on the printing presses. It is evident that from 60 to 90 percent of the entire labor in this process has been expended when the negatives are made.

3. Three suggestions have been made concerning the storage for reproduction against possible disaster:

a. Storage of the photo-lithographic negatives after the plates have been made. For each complete NIS there would be at least 400 negatives, estimating 80 maps, with an average of five color-separation negatives per map.

b. Production of a complete duplicate set of the negatives just described for storage outside the Washington Area. To produce this set, two photographic plates would be exposed and developed for each shot instead of only one. The estimated cost was reported at \$2.50 to \$5.00 per negative.

c. Storage of a quantity, perhaps 100 copies, of the printed map in addition to the number now printed for distribution.

4. In calculating the storage space requirements under these three systems it was estimated that 15 complete NIS studies would be issued yearly beginning July 1949. Each complete study will have at least 80 maps. The estimates follow:

a. Storage of the original set of negatives, of which there will be 400 times 15 studies or 6,000 negatives - - - 144 cubic feet yearly.

b. Storage of a duplicate set of negatives - - - 144 cubic feet.

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c. Storage of a special over-run of 100 copies of the printed map, or a total of 8,000 printed copies - - - 80 cubic feet.

5. The costs involved in each case are important:

a. The original negatives could be stored without extra expense in production. However, there would be required 12 5-drawer map case sections valued at a total of \$520 for each year's accumulation. Since some negatives are subject to re-use, it may be impracticable to store them outside the Washington Area.

b. Production of a duplicate of each negative would probably cost from \$15,000 to \$30,000 a year. The cost of storage would be in addition to this amount. In some cases maps are changed in some detail, using the original negatives. If so, the duplicates would also have to be changed.

c. Production of a special over-run of 100 copies of each map would cost little more than the paper itself. The space required for storage of this over-run will amount to 80 cubic feet and the copies can be stored in card board cartons. Under these conditions the entire cost should not exceed \$50 a year.

6. Considerations:

a. Many copies of each map were run initially and were distributed widely in the National Military Establishment.

b. Copies of maps were included in the completed publications which also were distributed widely.

c. One copy of each printed map will soon be stored in the National Archives building in Washington, D. C.

d. Two copies of each printed map will soon be stored by the CIA Archives Division in a steel and concrete warehouse building at [redacted]

e. Reproduction of a multi-colored map from a printed copy is possible though slight changes in paper sizes due to atmospheric conditions might interfere with precision work.

f. Under disaster conditions it seems questionable that a copy of every map would be required.

g. Storage of 100 copies would provide maps for immediate use while additional copies were being reproduced.

h. There would be little waste of money if new map issues were used to replace stocks made obsolete.

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7. Conclusions:

- a. Storage of the original photolithographic negatives is considered the ideal solution if re-runs of entire studies are anticipated.
- b. The cost of making a complete set of duplicate negatives for storage is thought to be prohibitive.
- c. Production and storage of 100 printed copies of each map appears to be the best second choice. The cost of such production and storage would be not more than one-tenth of the cost of storing the original negatives.
- d. Copies of maps could be reproduced from the printed copy if necessary.



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STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director, OCD

DATE: Dec 1948

FROM : Chief, Graphics Register, OCD

SUBJECT: Revised Estimate of need for Duplicate Records for Emergency Purposes

1. The following data are approximate figures representing valuable intelligence items, under the cognizance of the Graphics Register, which could well be preserved in duplicate should a disaster nullify the work represented in our present records. In compiling these figures it was assumed that much of the material considered as essential to the operations of the Graphics Register could again be assembled from other sources. It is felt that such materials as maps, gazetteers, certain motion picture films, etc., could be duplicated from other sources obviating the necessity for emergency duplication by the Graphics Register.

2. These revised estimates do not include the materials processed by the Map Division, as the functions of this Division were transferred to ORE, effective 3 September 1948.

FILM DIVISION

The Film Division would have in its possession comparatively little motion picture film; only in rare instances would this film be the original and sole copy. In most cases, motion picture film would be available in one or more copies in other locations. In any event, the quantities of motion picture film considered valuable would be far too great to make duplication practicable; the cost would be prohibitive. The records of the Film Division will, in most instances, indicate more than one source for obtaining the same film. With this in mind, only the records of the Film Division are considered essential for duplication. Storage requirements, through the year 1949, for this material are as follows:

a. Two drawers of one safe cabinet with an additional two drawers per year thereafter.

b. Four drawers of an IBM safe cabinet with an additional four drawers per year thereafter.

Type of Equipment	Cu. Feet	Required 1949	Rate of Add. Req. per year
4 drawer Safe Cabinet	20.25	2 drawers	2 drawers
8 drawer IBM safe Cabinet	25.75	4 drawers	4 drawers

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~~SECRET~~PHOTOGRAPH DIVISION

a. The files of the Photograph Division, at this time, consists of a world-wide coverage of 331,633 different positive prints; of these, 316,544 are 8 x 10 prints and 15,089 are 4 x 6 prints. There is also an unprinted backlog of approximately 400,000 negatives which comprise an equally world-wide coverage which, eventually, will be printed and added to our master print files. 192,000 of these negatives are on 35mm film with an additional 192,000 negatives on 35mm film which contain the captions for the photographs. There are approximately 18,000 photographs which have not been fully processed and for which there are no negatives. These figures make a total collection, in round numbers, of 950,000 photographic items.

b. Because of the magnitude of the photographs involved and the loss of both print and the negative represent a total loss of this graphic intelligence, the most expeditious and economic preservation of this material appears to be a 35mm microfilm duplication. The 35mm microfilm reels are 100 feet in length and will provide 800 frames or pictures per reel. Each print would be the equivalent negative copy of the print. Using this system, the collection could be reproduced on approximately 1,200 - 35mm reels and could be stored in four metal cabinets in the seven drawer, 5 x 8 type.

c. Additional records and IBM cards should also be duplicated. Because of a backlog in our work, IBM cards cannot be prepared for many of our photographs unless adequate personnel is granted. It is estimated that one IBM cabinet would be sufficient, through the year 1949, for all the IBM cards we would be able to prepare.

d. Storage requirements, through the year 1949, for this material are as follows:

<u>Type of Equipment</u>	<u>Cu. Feet</u>	<u>Required 1949</u>	<u>Rate of Add. Req. per year</u>
7 Drawer cabinet, 5 x 8	16	4 cabinets	one-fourth cabinet
4 drawer safe cabinet	20.25	1 cabinet	1 cabinet
8 drawer safe cabinet for IBM card	25.75	1 cabinet	one-half cabinet

MAINTENANCE REQUIREMENTS

3. The film material should not be allowed to become dry or mildew. Temperature controls are desirable but not ~~desirable~~ under emergency conditions. However, a moderate year-round temperature is preferred. Under normal conditions, very little care is required; considering the emergency nature of the proposal, it could be assumed that the film will last for several years without particular attention.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director, OCD

DATE: 1 December 1948

FROM : CIA Archivist

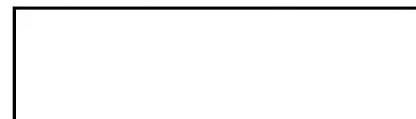
SUBJECT: Storage of Vital Documents - JANIS and NIS

Reference: a. Your memo, AD-93 of 12 November 1948

1. One complete file of JANIS and NIS documents now in existence together with those to be issued by 30 June 1949 will require approximately 20 cubic feet of storage space.

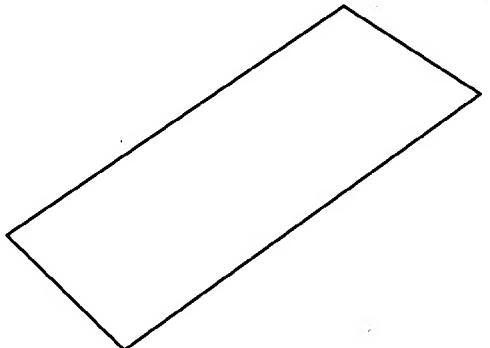
2. The schedule calls for the production of NIS subsequent to 30 June 1949 at the rate of 15 complete studies a year, amounting to about 6 cubic feet yearly.

3. The storage area should be of fire resistant construction, preferably in a location protected by a regular fire company. The documents bear security classification up to and including Secret. It is my belief that these documents would be adequately protected if filed in ordinary steel filing cabinets, cap size, in a vault especially designed for fire protection, closed with a 3-way combination lock. Suitable protection could also be afforded by 1-hour rated safe cabinets in a building of fire-resistant construction in such a location.



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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director for Collection
and Dissemination
FROM : Executive for Administration and Management
SUBJECT: Storage of Vital Documents.

DATE: 26 November 1948

1. It is expected that three drawers of one four-drawer, three-way combination safe will be adequate for the safekeeping in the vital documents storage area for all of the items listed in your memorandum of 12 November 1948, with the exception of paragraph 1c (roster of former CIA personnel).

2. In that the roster of former CIA personnel and current personnel rosters will be maintained on machine record cards, I suggest that you have your machine record people deal directly with the Chief of the Personnel Branch in determining the space required for these rosters.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for
Administration and Management~~SECRET~~

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director, OCD

DATE: 24 November 1948

FROM : Chief, CIA Library

SUBJECT: Storage of Vital Documents

Reference: Memorandum to Chief, CIA Library, subject as above, dated 12 November 1948.

1. It will require 10 cubic feet of space to store the necessary vital documents. It requires an additional 5 cubic feet every year.

2. The storage space should be a three-way safe combination cabinet, four-drawer, fire-proof.

3. A breakdown of the amount of space needed for present storage of documents is as follows:

- a. The last current month's supply of Daily Summaries - 1/5 of a cabinet drawer.
- b. The last three current month's supply of Weekly and Daily Summaries - 3/5 of a cabinet drawer.
- c. One copy of all Special Evaluations - one drawer.
- d. One copy of each issue in the ORE Series - two drawers.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director, OCD

DATE: NOV 24 1948

FROM : Assistant Director, OO

SUBJECT: Storage of Vital Documents

REFERENCE: (a) Your memorandum, same subject, of 12 November 1948

25X1 1. In response to the reference memorandum and your subsequent telephone conversation with [redacted] of this office, we estimate the space required is 92 cubic feet.

25X1 2. This covers the space immediately needed to store (a) the list of CIA [redacted] offices and their chiefs, and (b) a complete duplicate set of the IBM machine cards maintained by the Index Section. These cards should be stored in four, three - combination Remington Rand tabulating card file cabinets.

3. As our card file increases we will of course require more space, and this estimate accordingly should be increased by four file cabinets and 92 cubic feet every six months to cover our requirements for the next five years.

4. Although these estimates are in response to the specific questions you raised, we are not yet prepared to say exactly what Contact Branch records should be duplicated and placed in the vital documents storage. For instance, the Branch may decide that all the master source files in the Index Section, to which cards are merely an index, should be photostated or microfilmed and put in the vital documents file. There are also certain administrative records which we may wish to duplicate.

5. We shall keep you fully informed of changing space requirements as our planning develops.

[redacted]

GEORGE G. CAREY

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director, Office of
Collection and Dissemination

FROM : Executive for Inspection and Security

SUBJECT: Storage of Vital Documents

REFERENCE: DAD/OCD Memo to Exec. for I & S dated 12 November 1948, Subject as Above.

DATE: NOV 24 1948

1. In reply to the reference, it would take approximately 15 cubic feet of space to store the records of the Reference Index as it is presently constituted. The Index comprises about $6\frac{1}{2}$ cubic feet of 3×5 cards and $8\frac{1}{2}$ cubic feet of 4×6 cards.

2. There is no duplicate of the Reference Index available for separate storage. Therefore, it will be necessary to have it duplicated either photographically or by some other means. If photographic film is used it should be stored under proper temperature and humidity controls in a secure area.

Security files

SARFIELD EDWARDS
Colonel, GSC

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director, OCD

DATE: 19 November 1948

FROM : Chief, Budget and Finance Branch

SUBJECT: Storage of Vital Budget and Finance Data and Documents

1. In response to the request set forth in the third paragraph of your memorandum of 12 November 1948 you are advised that it will not take more than one 4-drawer, 3-way combination safe for the purpose of storing the budgetary material which the Committee on Storage of Vital Documents has recommended be stored in an appropriate place for safekeeping. It is contemplated that budget data concerning funds made available to the Agency since its inception and pertinent material for the 1950 Fiscal Year would be placed in such storage space.

2. A 4-drawer combination-type safe or its equivalent, (approximately 8 to 10 cubic feet) would also provide sufficient space to handle similar budget material for an additional two Fiscal Years unless it should be determined that other budgetary and financial data is to be stored for safekeeping outside of the Washington area.

[Redacted]

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E. R. SAUNDERS
Chief,
Budget and Finance Branch

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director, OCD

DATE: 17 November 1948

FROM : Assistant Director, OSO

SUBJECT: Storage of Vital Documents

REF : a. Report of the Committee on Storage of Vital Documents (with three enclosures), dated 23 September 1948.
b. Memo to AD/OCD, subject as above, 4 October 1948.
c. Memo to ADSO, subject as above, 12 November 1948.

1. To provide storage space for material referred to in paragraph 1.a., Reference c., approximately 1/12 cubic foot of space would be required. Storage should be in a 3-way combination safe.

2. To provide for possible future storage of microfilm of sensitive documents, approximately 10 cubic feet of storage or one 4-drawer safe cabinet should be provided.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:



Executive Secretary

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REFERENCE CENTER
Foreign Industrial Register

15 November 1948
4 February 1948

MEMORANDUM TO: Chief, Reference Center

SUBJECT: Establishment of Alternate Set of FIR records.

1. In accordance with your verbal instructions, the following suggestions are offered in the event the records and files of the Foreign Industrial Register were destroyed and operations were required to be set up from an alternate set of records.

a. Materials to be stored:

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- (1) One complete set of "ICF" cards and/or analysis sheets.
- (2) An additional set of tabulating punch cards including pertinent explanatory notes.
- (3) One copy of all operating procedures of FIR.

b. Method of Reproduction:

- (1) The preferred method of reproducing the "ICF" cards and analysis sheets for alternate records would probably be microfilming. This method is no doubt immediately more costly in personnel and funds but in the long run would provide the most expeditious means of converting the information for setting up operations and in the interim would involve less storage cost. Microfilming lends itself to a ready and rapid reproduction of the data, in the event the unit were activated and multiple copies of the recorded information were required.
- (2) The additional set of tabulating punch cards would be reproduced as a part of our continuing operations with relatively little increase in personnel.
- (3) An additional copy of operating procedures would involve no difficulties whatsoever.

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c. Transmission and Control Factors:

Transmission of materials herein proposed poses no problems. Careful and adequate packaging here would be necessary. Provision should be made for receipting of material on the receiving end.

All material would be dated so as to assist in the reconstruction of the files held at the source. Periodically, and in any instance no more frequently than annually, the file at alternate site would be brought up to date by mass ^{re}production here of an entirely new and current set of tabulating punch cards to supplant completely the card file at alternate site.

d. Space requirements:

It is estimated the following cabinets would be required:

(1) At present:

1 - Microfilm cabinet

2 - 20 drawer, tabulating punch card file cabinets.

(2) ~~By June 30, 1948: Jan. 1, 1949~~

X (2) ~~X~~ - Microfilm Cabinets

(4) ~~2~~ - 20 drawer, tabulating punch card file cabinets.

(3) Annual increment of space requirements:

X 1-2 ~~X~~ - Microfilm Cabinets

5 ~~2~~ 20 drawer, tabulating punch card file cabinets.

e. Personnel and Machines:

Personnel requirements would be ~~negligible~~ ^{small}. Periodic bulk filing and receipting for incoming materials would be required at alternate site. Tabulating punch card reproduction here, as well as packaging and control on transmission would also be involved. As nearly as can be estimated at this time a total of one man-year would probably cover the entire additional work load occasioned by FIR materials.

X It is to be assumed that a sufficient complement of machines will be available in order to set up and resume operations at the alternate site.

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Chief, FIR

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Chief, Budget and Finance Branch, A&M

12 November 1948

Deputy Assistant Director, OCD

Storage of Vital Documents

RE: a. Report of the Committee on Storage of Vital Documents (with three enclosures) dated 23 September 1948.

b. Memo to AD/OCD, subject as above, 4 October 1948.

1. The report of the Committee on Storage of Vital Documents in its report to the Director recommended that among the records and documents to be stored for safe-keeping outside of the Washington area are the following:

a. CIA budget data including amounts and location of appropriated funds.

b. List of Treasury, General Accounting Office, Budget Bureau, and other government personnel familiar with the financial support of CIA.

2. It is believed that your office has primary interest in the above mentioned records.

3. It is requested that you furnish the undersigned at the earliest practical date the following information:

a. Cubic space required for storage of these records.

b. Type of container in which these records should be stored such as filing cabinets, 3-way combination safe, or Library shelving in a vault area.

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[Redacted]
Colonel, U. S. Army
(Officer in Charge of Project)

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NOTES OF THE THIRD MEETING OF THE
COMMITTEE ON STORAGE OF VITAL DOCUMENTS

1. The meeting was called at 11:00 on 23 September 1948 in the conference room. Present:

Copies to

ICAPS:

Acting Chairman

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✓ ORE:

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OCD:

OO:

A & M:

I & S:

General Counsel: Mr. Lawrence Houston

Advisory Council:

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(Absent: OSO)

2. At this meeting the Report of Subcommittee "D" was reviewed, accepted and approved.

3. A draft of a report to the Director by the Committee was reviewed, amended and approved.

4. [redacted] undertook to present the approved draft to [redacted] and obtain his agreement thereto, as well as his agreement to the Report of Subcommittee "D". [redacted] further agreed to prepare the report to the Director in final form and submit it within the deadline of 1 October 1948 through the Executive for Administration and Management.

5. During the course of the meeting, the requirement for the security of the matter contained in the Report of Subcommittee "D" was re-emphasized, and the majority of the copies issued on receipt were returned to the Acting Chairman. Those remaining outstanding were with [redacted] and [redacted]. A copy of this Report must be submitted to the Director as Tab C, a copy is in the file maintained by the Chairman and a third copy is in the ICAPS file attached to ICAPS copy of the Report of the Committee. The three copies here listed (one to the Director, one in the Chairman's file, and one in ICAPS file) are the only copies of the Report made.

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24 September 1948

MEMORANDUM FOR: THE DIRECTOR
THRU: THE EXECUTIVE FOR A & M

Subject: Storage of Vital Documents

Enclosure: Report of Committee on Storage of Vital Documents,
dated 23 September 1948, with TABS (A), (B), and (C)

1. By memorandum, subject as above, dated 3 August 1948, a Committee was appointed to develop methods and procedures necessary to select and provide safe storage and plan for the use of certain vital CIA documents. The Committee was directed to submit an initial report of findings and recommendations by 1 October 1948.
2. Attached hereto is Report of the Committee on Storage of Vital Documents.

[Redacted]
Colonel, CSC
Acting Chairman

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23 September 1948

Subject: Report of Committee on Storage of Vital Documents

Enclosure: TAB (A)
TAB (B)
TAB (C)

1. The Committee appointed by letter, subject as above, dated 3 August 1948, has met and reached tentative conclusions on which decision is needed before further action can logically follow.

2. The Committee believes that CIA should initiate a program for the storage of documents vital to its further actions and present to the IAC agencies an accomplished fact from which those agencies may extend their plans. The basis for this decision is contained in TAB (A).

3. The Committee has tentatively chosen the types and number of documents for initial storage. It has also agreed that the schedule of replacement and maintenance on a current basis should vary with the nature of the documents stored. These recommendations are contained in TAB (B).

4. The Committee believes that the methods of duplication of material will vary. Some should be microfilmed, some by storing an enamel master, some by direct storage, and some by replacement at specific periods. Further investigation of this should be left to the Officer in Charge of the repository.

5. The Committee believes that the method of storage must be on a "live" basis. The material should be kept current. This will necessitate a small operating staff at the site of the repository.

6. The Committee believes that it is, at present, unnecessary to establish more than one storage repository. Removal from the Washington area and the use of vault-type storage is, on balance, believed to be appropriate when the considerations of cost, living and working conditions, uncertainties of timing, mission and future location of CIA are assessed against the requirement of having material available upon which a reconstituted agency may be built and work. The basis for this belief is contained in TAB (C).

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7. The Committee believes that a reconnaissance should be initiated in accordance with the conclusions contained in TAB (C).

8. Personnel requirements planning must be based upon approval of the Committee's conclusions contained in paragraphs 2, 3, 4, and 5 above.

9. Equipment and overall financial requirements (other than personnel) are dependent upon the approval of the Committee's conclusions contained in paragraphs 2, 3, 4, 5, and 6 above.

10. The Committee believes that the methods of transport of the material should be left to the control of the Officer in Charge of the repository to be worked out by him with the Executive for Inspection and Security and the Executive for Administration and Management.

11. The method of safeguarding the material is dependent upon approval of the Committee's conclusion contained in paragraph 6 above.

12. The Committee believes that action should be taken, at once, to designate an individual as a succession of administrative authority to act for the Director in the event of disaster. The Committee recommends that the Officer in Charge of the repository be so designated. Further administrative instructions concerning control, rallying points and other plans should await the further development of the program.

13. The Committee recommends that:

a. The beliefs of the Committee as set forth in paragraphs 2, 3, 4, 5, 6, 7, 10, and 12 be approved.

b. An Officer in Charge of the repository be appointed at once.

c. The Officer in Charge be given the mission of:

(1) providing a cover story;

(2) reconnoitering for and recommending to the Director, within the limits set forth in TAB (C), the location of the repository;

(3) recommending a table of organization and a table of equipment for the repository office;

(4) recommending further security measures deemed necessary to include planning for possible additional or alternate repositories.

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- (5) establishing and operating the repository; and
- (6) through ICAPS, implementing any participation desired by the IAC agencies.

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1. The IAC agencies were contacted by IGAPS and were requested to indicate:

- a. Whether the IAC agencies desired to have CIA perform a central service for them in providing a place of storage for documents vital to those agencies; and
- b. What steps, if any, have been taken by the IAC agencies, of their own volition to solve the problem insofar as each is concerned.

2. The IAC agencies responded that they did desire to have CIA provide such storage space and facilities but were unable to describe the extent of participation desired. This inability is, to a large measure, due to lack of knowledge of what documents CIA intends to incorporate in its storage, in order to avoid duplication. It was further indicated that certain decentralization planning was going on but that nothing definitive had been forthcoming. Otherwise very little has been done.

3. Without specific plans, places, people or programs, the Committee felt that it was much wiser to proceed with the formulation of a report and the establishment of a program from which the IAC agencies could plan and act than to withhold action until a solution to the Civil Defense Planning and the Decentralization Planning had been reached.

4. In addition, the Director of Central Intelligence is charged with the production of National Intelligence. He must therefore assure himself of the adequacy and availability of the material from which such intelligence may be produced. His actions should therefore lead, not necessarily follow, that of the IAC agencies.

TAB (A)

TAB (A)

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Subject: Storage of Vital Documents

1. The Committee recommends that certain operational and administrative materials be safe-stored in order to accomplish necessary reconstitution of the agency, re-establish a chain of command and communication among operating elements. The following records fall into this category:

- a. CIA organization and functional charts with names of key personnel.
- b. Tables of organization.
- c. Roster of former CIA personnel to facilitate emergency recruiting of previously cleared and trained persons.
- d. Current roster of CIA personnel, including duty stations.
- e. Inspection and Security "reference index" to facilitate emergency security clearance of new personnel.
- f. CIA budget data including amounts and location of appropriated funds.
- g. List of Treasury, General Accounting Office, Budget Bureau, and other government personnel familiar with the financial support of CIA.
- h. Agreements and operational arrangements with other government agencies.
- i. Agreements and arrangements with other governments (FBI/EEC, etc.).
- j. NSC and DCI directives.
- k. CIA General Orders and Administrative Instructions.
- l. List of all CIA [redacted] offices, including names and location of each office chief.
- m. List of all OSO overseas missions and methods for contacting chief of each mission. (Reported by Sub-Committee C.)
- n. The "McGillicuddy Kit" which will contain specific information for the selection of top personnel and line of succession to the directorship.

TAB (B)

TAB (B)

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2. The Committee recommends the following intelligence materials to be safe-stored:

- a. The last current month's supply of Daily Summaries.
- b. The last three current months' supply of Weekly and Daily Summaries.
- c. One copy of all Special Evaluations.
- d. One copy of each issue in the ORE Series.
- e. JAMIS and NIS - one complete file, plus enamel masters for those produced from now on.
- f. Industrial Register - copies of the most recent IBM listings, plus duplicate file of cards to be renewed every six months.
- g. Biographical Register. Duplicate file of IBM cards to be renewed every six months.
- h. Contact Register - Duplicate file of cards to be renewed every six months.
- i. Selected unique maps.

Next 3 Page(s) In Document Exempt

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21 September 1948

MEMORANDUM FOR: Acting Director
Members of Vital Records Storage Committee

REF: DCI Memorandum dated 13 August 1948, subject:
Storage of Vital Documents

1. As provided by reference, [redacted] has
been designated Alternate Chairman of the Vital Records Storage Committee,
to serve during the temporary absence of the undersigned.

2. The next meeting of the Committee will be called by the
Alternate Chairman.

JAMES M. ANDREWS
Assistant Director
Office of Collection and Dissemination

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MEMORANDUM FOR THE COMMITTEE ON VITAL RECORDS STORAGE

SUBJECT: Report from Subcommittee A in Compliance with Instructions
of the Committee at the meeting of 23 August 1948

1. Subcommittee A recommends that an Administrative Instruction for general CIA distribution as contemplated at the last meeting should not be prepared for issuance at this time because of the security implications. Furthermore, additional steps in the development of the program should be taken prior to the time that any general information is circulated.
2. In lieu of the general instruction to CIA personnel, your Subcommittee recommends that the Chief of the repository when appointed be instructed to contact, in the event of emergency, CIA [redacted] field installations in order to issue necessary instructions. In this manner, the relatively few contacts to be made from the repository to field installations would centralize contact responsibility, eliminate confusion and reduce communications traffic.

3. It is suggested that at a later date after the program is established and operating, Washington personnel can be instructed as to rallying points with which they shall communicate. These points might preferably be [redacted]

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MEMORANDUM FOR THE COMMITTEE ON VITAL RECORDS STORAGE:

SUBJECT: Storage of Vital Documents - Second Meeting of Committee.

1. The second meeting of the Committee was held on 23 August 1948.
2. Sub-Committee A recommended that certain operational and administrative materials be safe-stored in order to accomplish necessary reconstitution of the agency, reestablish a chain of command and communication among operating elements. The following records fell into this category:
 - a. CIA organization and functional charts with names of key personnel.
 - b. Tables of organization.
 - c. Roster of former CIA personnel to facilitate emergency recruiting of previously cleared and trained persons.
 - d. Current roster of CIA personnel, including duty stations.
 - e. Inspection and Security "reference index" to facilitate emergency security clearance of new personnel.
 - f. CIA budget data including amounts and location of appropriated funds.
 - g. List of Treasury, General Accounting Office, Budget Bureau, and other government personnel familiar with the financial support of CIA.
 - h. Agreements and operational arrangements with other government agencies.
 - i. Agreements and arrangements with other governments (FSIB/BBC, etc.).
 - j. NSC and DCI directives.
 - k. CIA General Orders and Administrative Instructions.
3. Sub-Committee B recommended the following intelligence materials to be safe-stored:
 - a. The last current month's supply of Daily Summaries.
 - b. The last three current months' supply of Weekly and Daily Summaries.
 - c. One copy of all Special Evaluations.
 - d. One copy of each issue in the ORE Series.
 - e. JANIS and NIS - one complete file, plus enamel masters for those produced from now on.
 - f. Industrial Register - copies of the most recent IBM listings, plus duplicate file of cards to be renewed every six months.
 - g. Biographical Register. Duplicate file of IBM cards to be renewed every six months.
 - h. Contact Register - Duplicate file of cards to be renewed every six months.
 - i. Selected unique maps.

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4. The ICAPS member reported that as a result of a quick check in the IAC agencies, it was indicated that CIA should continue exploration of the Vital Documents Program without regard to what the IAC agencies were considering. However, it was agreed that [redacted] would continue in his attempts to find out what the IAC agencies were planning in this field, and ascertain what coordination in this program with the IAC agencies would be necessary.

5. It was agreed that one or more rallying points for CIA employees would be designated apart from the actual repository. These rallying points were to be such that communication with the repository might be continued.

6. The officer in charge of the repository is, in the event that the activation of the repository because of disaster becomes necessary, to be acting director for administrative purposes until the Director of the CIA functions is appointed by the then constituted authority. It was further agreed that the present Director of CIA should confidentially inform at least one current officer in each office and staff section of CIA as to the taking over and operating of the repository in the event of emergency. This instruction should include location of the repository, designation of officers and the sequence in which they might be expected to become ex-officio directors.

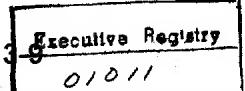
7. Sub-Committee A was designated to prepare a draft of an administrative instruction necessary to inform employees of CIA of rallying points and basic official conduct at such time as the situation may require.

8. Sub-Committee D, composed of a representative from the Services Branch, the Executive for Inspection and Security, and ICAPS, was appointed to explore the factors to be considered in the selection of a site for the documents repository.

9. Agenda for the next meeting:

- a. Consideration of the administrative instruction.
- b. Consideration of the recommendations of Sub-Committee D.
- c. Consideration of specific factors of organization, staffing, equipment, etc., for the repository.

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30 August 1948

MEMORANDUM FOR: Assistant Director for Collection
and Dissemination

SUBJECT : Storage of Vital Documents

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1. Sub-committee D, appointed at the meeting of
the whole committee held 23 August 1948 has prepared
the attached report. The sub-committee, composed of
[redacted] of I&S and [redacted] of A&M and the
undersigned concurred unanimously in the attached
report.

2. Enclosed herewith 14 mimeographed copies (numbered) *PCB*
of the report.

Colonel, GSC

This paper becomes unclassified
when the attached enclosures are
withdrawn.

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STAT

RECEIVED FROM [REDACTED] (MEMBER, ICAPS), THE FOLLOWING PAPER:

"Statement of the Problem: To draw up the specifications for the physical type of a repository and the specifications of its site."

CLASSIFICATION:

SECRET

COPY
NO.

SIGNATURE

ILLEGIB

1

In File

O.R.E

2

Adv.C.

3

O.C.D

4

Gen.C.

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O.O.

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ADM

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STAT

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To the Director with report. ccB

12

13

ccB In file as Tab C of Report ccB

14

ICAPS file ccB

Received copies No. 2, 4, 5, 6, 7, 9, 10, 12 and
the basic file.

Leanne
6/8/48

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S1 FIED RESTRICTED CONFIDENTIAL (TOP AND BOTTOM)
(SENDER WILL CIRCLE CLASSIFICATION)

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP		INITIALS	DATE
TO	ICAPS Att: [REDACTED]		
1			
2			
3			
4			
5			
FROM		INITIALS	DATE
1	Dep. Asst. Dr. for Operations	<i>gwt</i>	28 Sept.
2			
3			

APPROVAL INFORMATION SIGNATURE
 ACTION DIRECT REPLY RETURN
 COMMENT PREPARATION OF REPLY DISPATCH
 CONCURRENCE RECOMMENDATION FILE

REMARKS:

Copy No. 6 of Tab C to report of Committee on Vital Records is returned herewith. The following individuals in OO have read this document:

AD/OO George G. Carey
Deputy AD/OO
P&C Staff, OO

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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300220013-9

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